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DEPARTMENT OF  
BUSINESS REGULATION

STATE DOCUMENTS



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AFFIRMATIVE ACTION PLAN  
(REVISED - 1976)






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DEPARTMENT OF BUSINESS REGULATION

AFFIRMATIVE ACTION PLAN

MAY 17, 1976

  
HAROLD H. PITTS  
DIRECTOR



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## INTRODUCTION

Equal opportunity in employment is a fundamental right of all citizens and a responsibility of employers under State and Federal Laws. The Department of Business Regulation is committed to insuring equal employment opportunity in an affirmative and active manner as specified in Gubernatorial Executive Order 8-73 and in accordance with the Constitution of the State of Montana (Article II, Sections 3 and 4; Article X, Section 7); the Montana Human Rights Act of 1974, as amended, (Section 64-301 to Section 64-315, R.C.M. 1947); the Montana Code of Fair Practices Act of 1975 (Section 64-316 to Section 64-330, R.C.M. 1947); Title VII of the Civil Rights Act of 1964, as amended; the Equal Pay Act of 1963; and the Age Discrimination in Employment Act of 1967. With the Affirmative Action Plan which follows, the Department of Business Regulation pledges its continued support for these State and Federal Laws, rules and regulations covering nondiscrimination in employment.



## DEFINITIONS

The following definitions shall apply for purposes of this Affirmative Action Plan.

1. "Affected Class" - refers to those groups of people who have suffered and continue to suffer effects of past discrimination. This includes, but is not limited to persons in the following categories: minorities, women, physically or mentally handicapped, aged, ex-offenders, religious groups, public assistance recipients, or those discriminated against because of their marital status, political beliefs, national origin or ancestry.
2. "Employee" - means any individual regularly employed by an agency on a part or full-time basis.
3. "Executive Officer" - means the highest ranking officer and chief administrator of an agency, responsible for all functions within that agency.
4. "Equal Employment Opportunity Officer" - refers to the person, under the supervision of the "Executive Officer", responsible for coordinating and implementing the agency's Affirmative Action Plan in conjunction with requirements established by the Equal Employment Opportunity Bureau.
5. "Good Faith Effort" - means that every reasonable effort has been undertaken to meet the goals and timetables established in the Affirmative Action Plan.
6. "Bona Fide Occupational Qualification" (BFOQ) - refers to an exception to the discrimination provisions upheld by Equal Employment Opportunity laws. A BFOQ may permit an employer to discriminate where a job requires certain restrictions on qualifications that are essential to the accomplishment of the job.
7. "Affirmative Action" - means steps taken to remedy the inadequate and inequitable staffing and recruitment patterns that are the present consequences of discrimination and to prevent the occurrence of employment discrimination in the future.



It is the policy of the Department of Business Regulation to provide equal employment opportunities for all persons regardless of race, color, religion, national origin, age, marital status, ancestry, receipt of public assistance, political beliefs, physical or mental handicap, ex-offender status and sex. To this end, we are implementing and will sustain a deliberate effort to equalize employment opportunities for minorities and women at all levels and in all segments of the Department's work force.

Affirmative action to eliminate discrimination on the above-named bases (except where sex, ex-offender status and/or physical or mental handicap constitute a bona fide occupational qualification) includes, but is not limited to employment, recruitment, advertising, hiring, transfer, promotion, demotion, training, compensation, benefits, layoff, terminations and conditions of employment. All applicants for Department employment will be recruited from the available labor market and employed in accordance with each person's qualifications and abilities.

Jim Burns, Chief for the Proprietary School Bureau, is the Department's Equal Employment Opportunity Officer. Mr. Burns, on behalf of the Department Director, has over-all responsibility for coordinating the equal employment opportunity and affirmative action efforts of the Department. However, equal employment opportunity, like all Department goals, can only be reached with the active cooperation and support of every Department employee. Thus, all employees are held responsible for helping to assure the success of our affirmative action program.

  
HAROLD H. PITTS, DIRECTOR  
Department of Business Regulation

May 5, 1976  
Date

## II. ASSIGNMENT OF RESPONSIBILITIES

### Section 1. The Executive Officer:

The Executive Officer accepts ultimate responsibility for assuring equal employment opportunity within the Department and for implementing the Affirmative Action Plan. The Executive Officer will insure that affirmative action encompasses all aspects of the Department's operation, including but not limited to: recruitment, selection, orientation, training, and complaint-resolution. The Executive Officer will further insure a good faith effort in the achievement of employment goals and the upgrading of affected class members within the Department.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. A Department EEO Officer will be appointed and identified in writing to the State EEO Bureau	Executive Officer	December 19, 1975
2. A work plan of action for development of the Department's Affirmative Action Plan will be submitted to the State EEO Bureau.	Executive Officer	December 29, 1975
3. The Affirmative Action Plan will be reviewed and submitted to the EEO Bureau for authorization.	Executive Officer, EEO Officer, Administrator of Centralized Services.	May 17, 1976
4. The Executive Officer will meet quarterly with the Affirmative Action Advisory Committee.	Executive Officer	May 31, 1976; quarterly.

## Section 2. The Equal Employment Opportunity Officer:

The EEO Officer is responsible for developing and implementing the Department's Affirmative Action Plan; in order to do so effectively, the EEO Officer has been delegated the necessary authority. The EEO Officer is responsible for coordinating the Department's cooperation with and providing information to the State EEO Bureau. The EEO Officer is responsible for providing necessary information and data to the Affirmative Action Advisory Committee.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Review the Affirmative Action Plan for initial submission to the State EEO Bureau.	EEO Officer, Executive Officer, Administrator of Centralized Services	May 17, 1976
2. Appoint Affirmative Action Advisory Committee.	EEO Officer, Executive Officer	May 20, 1976
3. Maintain affirmative action records and documentation. (Specific records and documentation noted throughout Plan).	EEO Officer	Initiate May 17, 1976; ongoing.

### Section 3. Administrator of Centralized Services:

The Administrator of Centralized Services is responsible for affirmative action personnel procedures, and dissemination of specific affirmative action personnel information. In addition it is the responsibility of the Administrator of Centralized Services to implement affirmative action in recruitment procedures and in external communications with community, minority, and women's groups. The Administrator of Centralized Services will consult with the EEO Officer and otherwise participate in the preparation of the semi-annual program assessment.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Review the Affirmative Action Plan for initial submission to the State EEO Bureau.	Administrator of Centralized Services, Executive Officer, EEO Officer	May 17, 1976
2. Keep an attendance list for all staff meetings involving affirmative action orientation, review, and training sessions.	Administrator of Centralized Services	Initiate June 30, 1976; ongoing.
3. Maintain affirmative action personnel records and documentation. (Specific records and documentation noted throughout Plan.)	Administrator of Centralized Services	Initiate June 30, 1976; ongoing



#### Section 4. Division Administrators and Supervisory Personnel:

All officials and managers will be familiar with the Department's Affirmative Action Program and clearly understand their job responsibilities for equal employment opportunity and assuring the success of affirmative action. They shall promote the purposes of the program within their specific division and throughout the Department. Management performance in regard to the Affirmative Action Program will be evaluated as is performance on other Department goals.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Attend initial and subsequent meetings where the Affirmative Action Program, its basis, goals and implementation will be discussed. Provide input, suggestions or questions on the Affirmative Action Program.	Division Administrators and Supervisors	July 30, 1976; ongoing.

#### Follow-up

The Administrator of Centralized Services will keep an attendance list for all staff meetings involving affirmative action orientation, review, and training sessions.

Section 5. Affirmative Action Advisory Committee:

The Affirmative Action Advisory Committee will have a minimum of three members and will be comprised of affected class persons from all job levels and divisions within the Department. The Committee will assist and advise the EEO Officer in implementing and monitoring the Affirmative Action Program. The Committee is responsible for assisting the EEO Officer in completing the semi-annual program assessment. The Committee will attend supervisory and personnel employee semi-annual meetings concerning program implementation review. Upon request of the EEO Officer, the Committee will assist in employee inservice training. Terms of office for the initial Committee members will be 6, 12 and 18 months respectively. Thereafter members will serve for one year, with staggered appointments to allow for continuity. The EEO Officer will be an ex-officio member of the Committee. The Committee will meet on a regular monthly basis, and quarterly with the Executive Officer.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Initial meeting of Affirmative Action Advisory Committee.	EEO Officer; Committee Members	May 31, 1976

### III. DISSEMINATION OF POLICY

#### Section 1. Internal Dissemination

Goal: To insure that all employees are fully informed of equal employment opportunity obligations and of the intent and implementation of the Affirmative Action Program.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Copies of the Policy Statement and the EEO Complaint Procedure will be distributed to all Department employees; the EEO Officer's name and telephone number will be included.	Executive Officer	June 30, 1976
2. The Policy Statement and EEO Complaint Procedure will be permanently posted on all appropriate bulletin boards and in all employee lounge areas; the EEO Officer's name and telephone number will be included.	EEO Officer	June 30, 1976
3. The Government printing office posters "EEO Is The Law" and "Age Discrimination" will be permanently posted on all appropriate bulletin boards and in all employee lounge areas.	EEO Officer	May 31, 1976
4. Special meetings will be held in conjunction with Division staff meetings through which all employees will be informed about the Affirmative Action Plan.	EEO Officer	July 30, 1976; semi-annual
5. Employees will be encouraged, through the Division meetings, to approach their supervisors, the EEO Officer or individual Affirmative Action Advisory Committee members concerning any questions or suggestions regarding affirmative action.	EEO Officer	July 30, 1976; ongoing.

- |   |             |   |
|---|-------------|---|
| 6. The entire Affirmative Action Plan will be made available to all employees through the Division Administrators, the EEO Officer and the Personnel Office. Field employees will receive a personal copy of the Plan.  | EEO Officer | July 15, 1976; ongoing.                                   |
| 7. All new employees will receive a copy of the Policy Statement and the Complaint Procedure, a thorough orientation to the Affirmative Action Program and information on obtaining the complete Plan.  | EEO Officer | Within ten days of employment or 30 days if in the field. |
| 8. All supervisory and personnel office employees will attend periodic meetings where the Affirmative Action Program, its basis, goals and implementation will be reviewed and discussed. These meetings will be held in conjunction with the preparation and review of the Semi-Annual Affirmative Action Status Report. | EEO Officer | July 30, 1976; semi-annual                                |
| 9. All employees involved with the recruitment process shall receive training in the objectives of EEO, the purpose and spirit of affirmative action, and the techniques of locating and recruiting potential affected class employees.   | EEO Officer | July 30, 1976; semi-annual                                |

#### Follow-up

The Administrator of the Centralized Services Division shall keep an attendance list for all staff meetings involving affirmative action orientation, review and training sessions.

## Section 2. External Dissemination

Goal: To insure that all relevant community organizations, minority and women's groups are aware of the Department's policy of equal employment opportunity.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Upon initial contact and with subsequent contacts for referral and recruitment purposes, relevant external organizations shall receive a copy of the Policy Statement.	Administrator of Centralized Services	June 30, 1976; ongoing.
2. The phrase "Equal Employment Opportunity/Affirmative Action Employer" will be included on the Department's letterhead stationery.	Administrator of Centralized Services	Upon next re-order of stationery.

### Follow-up

The Administrator of Centralized Services will utilize the list of all external organizations contacted for referral and recruitment purposes.

# Section 1. Utilization Analysis

D. EMPLOYMENT DATA AS OF JUNE 30

(Do not include elected/appointed officials. Blanks will be counted as zero)

1. FULL TIME EMPLOYEES (Temporary employees not included)

JOB CATEGORIES	ANNUAL SALARY (In Thousands) (000)	MALE						FEMALE					
		WHITE	BLACK	SPAN SURNAME AMER	ASIAN AMER	AMER IND	OTHER	WHITE	BLACK	SPAN SURNAME AMER	ASIAN AMER	AMER IND	OTHER
OFFICIALS, ADMINISTRATORS	1 \$ 01.39												
	2 40.59												
	3 60.79												
	4 80.99												
	5 100.12.9	1											
	6 130.15.9	2											
	7 160.24.9	4						1					
	8 250 PLUS												
PROFESSIONALS	9 01.39												
	10 40.59												
	11 60.79												
	12 80.99												
	13 100.12.9	14				1		3					
	14 130.15.9	5											
	15 160.24.9	1											
	16 250 PLUS												
TECHNICIANS	17 01.39												
	18 40.59												
	19 60.79												
	20 80.99	7						1					
	21 100.12.9	1											
	22 130.15.9												
	23 160.24.9												
	24 250 PLUS												
PROTECTIVE SERVICE	25 01.39												
	26 40.59												
	27 60.79												
	28 80.99												
	29 100.12.9												
	30 130.15.9												
	31 160.24.9												
	32 250 PLUS												
PARA. PROFESSIONALS	33 01.39												
	34 40.59												
	35 60.79												
	36 80.99												
	37 100.12.9												
	38 130.15.9												
	39 160.24.9												
	40 250 PLUS												
OFFICE/ CLERICAL	41 01.39												
	42 40.59												
	43 60.79							5					
	44 80.99							3					
	45 100.12.9							1					
	46 130.15.9												
	47 160.24.9												
	48 \$ 250 PLUS												



# D. EMPLOYMENT DATA AS OF JUNE 30 (Cont.)

(Do not include elected/appointed officials. Blanks will be counted as zero)

## 1. FULL TIME EMPLOYEES (Temporary employees not included)

JOB CATEGORIES	ANNUAL SALARY In thousands 000	MALE						FEMALE					
		WHITE	BLACK	SPAN SURNAM AMER.	ASIAN AMER.	AMER IND.	OTHER	WHITE	BLACK	SPAN SURNAM AMER.	ASIAN AMER.	AMER IND.	OTHER
		A	B	C	D	E	F	G	H	I	J	K	L
SKILLED CRAFT	49 \$ 01.39												
	50 40.59												
	51 60.79												
	52 80.99												
	53 100.12.9												
	54 130.15.9												
	55 160.24.9												
	56 250 PLUS												
SERVICE MAINTENANCE	57 01.39												
	58 40.59												
	59 60.79												
	60 80.99												
	61 100.12.9												
	62 130.15.9												
	63 160.24.9												
	64 \$ 250 PLUS												
TOT FULL TIME	COL TOTALS	35				1		14					

## 2. OTHER THAN FULL TIME EMPLOYEES (Include temporary employees)

1 OFFICIALS / ADMIN													
2 PROFESSIONALS													
3 TECHNICIANS													
4 PROTECTIVE SERV													
5 PARA PROFESSIONAL													
6 OFFICE / CLERICAL													
7 SKILLED CRAFT													
8 SERV / MAINT.													
9 ALL OTHER	COL TOTALS												

## 3. NEW HIRES DURING FISCAL YEAR - Permanent full time only (Omit this section in 1973)

1 OFFICIALS / ADMIN.													
2 PROFESSIONALS													
3 TECHNICIANS													
4 PROTECTIVE SERV													
5 PARA PROFESSIONAL													
6 OFFICE / CLERICAL													
7 SKILLED CRAFT													
8 SERV / MAINT.													
TOT NEW HIRES	COL TOTALS												

## Section 2. Extent of Underutilization

The number of minority and women employees currently employed by the Department of Business Regulation in each major job classification is shown on the previous page in EEO-4 format. The data shown reflect the composition of the current work force as of April 30, 1976.

The percentage of minority and women employees currently employed in each major job classification is as follows:

### Officials/Administrators:

Minority	0%
Women	12.5%

### Professionals:

Minority	4.2%
Women	12.5%

### Technicians:

Minority	0%
Women	11.1%

### Office/Clerical:

Minority	0%
Women	100%

The labor area from which the Department of Business Regulation recruits job applicants is the State of Montana. Information on the percentage of each minority group by sex in Montana cannot be obtained. The percentage of each minority group (both sexes) in the total population is:

5.6%	Native American
1.7%	All other minority groups
1.1%	Spanish American
0.3%	Black
0.2%	Asian American
0.04%	Other

Women comprise 50.2% of Montana's total population. 37.0% of Montana's women are in the work force and 19.6% of the minority population (percentage of each minority group cannot be obtained). The unemployment rate for women is 7.5%. The data below represent the obtainable information on minority unemployment:

17.3%	Native American females
19.5%	Native American males
5.0%	Blacks
5.4%	Spanish American



TURNOVER BY FISCAL YEAR

1972:	1	Official/Administrators
	2	Professionals
	1	Technician
	0	Clerical
1973:	0	Official/Administrators
	3	Professionals
	1	Technician
	4	Clerical
1974:	0	Official/Administrators
	5	Professionals
	1	Technician
	1	Clerical
1975:	0	Official/Administrators
	4	Professionals
	0	Technician
	3	Clerical
1976,	0	Official/Administrators
to date:	5	Professionals
	2	Technician
	2	Clerical

# V. GOALS AND TIMETABLES WORKSHEET

Section 1: Goals and Timetable Worksheets

## AVAILABILITY ANALYSIS ~ GOALS AND TIMETABLES WORK SHEET

EEO-4 JOB CATEGORY- <i>Officials and Administrators</i>		JOB FAMILY NUMBER- <i>8</i>	
TOTAL NUMBER OF PERSONS IN THIS JOB FAMILY--*AVAILABLE IN LABOR MARKET-- <i>25,286</i>		*NON EMPLOYED BY AGENCY-- <i>8</i>	
DATE <i>April 30, 1976</i>	MINORITY--TOTAL MALE AND FEMALE		FEMALE
CIRCLE AVAILABILITY SOURCE: (STATE) NATIONAL--OTHER <i>State 172</i>		(STATE) NATIONAL--OTHER <i>State 172</i>	
AVAILABILITY CLASSIFICATION USED: <i>Management and Administration, except from</i>			

ETHNIC STATUS	*AVAILABLE		**NOW EMPLOYED		PRESENT STATUS		*AVAILABLE		**NOW EMPLOYED		PRESENT STATUS	
	NO.	%	NO.	%	% AVAILABLE MINUS % NOW EMPLOYED	NO.	%	NO.	%	% AVAILABLE MINUS % NOW EMPLOYED		
1-WHITE	19	.08 %	0	0 %	-.08 %	4,805	19.0 %	1	12.5 %	-6.5 %		
2-BLACK	212	.84 %	0	0 %	-.84 %	33	0.13 %	0	0 %	-0.13 %		
3-SPANISH AMERICAN	70	.28 %	0	0 %	-.28 %	18	0.07 %	0	0 %	-0.07 %		
4-NATIVE AMERICAN	2	0 %	0	0 %	0 %	0	0 %	0	0 %	0 %		
5-ASIAN AMERICAN	2	0 %	0	0 %	0 %	0	0 %	0	0 %	0 %		
6-OTHER	305	1.20 %	0	0 %	0 %	4,860	19.30 %	1	12.5 %	-6.7 %		
7-TOTAL												
8-PRESENT UTILIZATION--LINE 7 (1-AVAILABLE MINUS LINE 7 (NOW EMPLOYED))					-1.20 %					-6.7 %		
9-COMPUTE 5 YEAR GOAL BY CONVERTING % ON LINE 8 INTO A NUMERICAL VALUE. (MULTIPLY THE % ON LINE 8 BY THE TOTAL NUMBER OF PERSONS NOW EMPLOYED BY THE AGENCY IN THIS JOB FAMILY)												
10-ESTABLISH GOALS THROUGHOUT THE NEXT 5 YEARS TO ATTAIN EQUAL EMPLOYMENT OPPORTUNITY WITHIN YOUR AGENCY.												

NEARLY GOALS	1 YR.	2 YRS.	3 YRS.	4 YRS.	5 YEARS
MINORITIES		100	GOAL	NECESSARY	
FEMALES			1		

# TABLE 2. AVAILABILITY ANALYSIS ~ GOALS AND TIMETABLES WORK SHEET

EEO-4 JOB CATEGORY - <u>Professional</u>										JOB FAMILY NUMBER -									
TOTAL NUMBER OF PERSONS IN THIS JOB FAMILY - *AVAILABLE IN LABOR MARKET - <u>35,901</u>										**NOW EMPLOYED BY AGENCY - <u>24</u>									
DATE <u>April 30, 1976</u>										MINORITY - TOTAL MALE AND FEMALE									
CIRCLE AVAILABILITY SOURCE: <u>STATE-NATIONAL--OTHER Table 172</u>										CIRCLE AVAILABILITY SOURCE: <u>STATE-NATIONAL--OTHER Table 172</u>									
AVAILABILITY CLASSIFICATION USED: <u>Professional, Technical, Kinship Worker</u>										AVAILABILITY CLASSIFICATION USED: <u>Professional, Technical, Kinship Worker</u>									
ETHNIC STATUS										ETHNIC STATUS									
*AVAILABLE										**NOW EMPLOYED									
PRESENT STATUS										PRESENT STATUS									
NO.										NO.									
%										%									
% AVAILABLE MINUS % NOW EMPLOYED										% AVAILABLE MINUS % NOW EMPLOYED									
1-WHITE										1-WHITE									
2-BLACK										2-BLACK									
3-SPANISH AMERICAN										3-SPANISH AMERICAN									
4-NATIVE AMERICAN										4-NATIVE AMERICAN									
5-ASIAN AMERICAN										5-ASIAN AMERICAN									
6-OTHER										6-OTHER									
7-TOTAL										7-TOTAL									
8-PRESENT UTILIZATION--LINE 7 (% AVAILABLE MINUS LINE 7 (% NOW EMPLOYED))										8-PRESENT UTILIZATION--LINE 7 (% AVAILABLE MINUS LINE 7 (% NOW EMPLOYED))									
9-COMPUTE 5 YEAR GOAL BY CONVERTING % ON LINE 8 INTO A NUMERICAL VALUE. (MULTIPLY THE % ON LINE 8 BY THE TOTAL NUMBER OF PERSONS NOW EMPLOYED BY THE AGENCY IN THIS JOB FAMILY)										9-COMPUTE 5 YEAR GOAL BY CONVERTING % ON LINE 8 INTO A NUMERICAL VALUE. (MULTIPLY THE % ON LINE 8 BY THE TOTAL NUMBER OF PERSONS NOW EMPLOYED BY THE AGENCY IN THIS JOB FAMILY)									
10-ESTABLISH GOALS THROUGHOUT THE NEXT 5 YEARS TO ATTAIN EQUAL EMPLOYMENT OPPORTUNITY WITHIN YOUR AGENCY.										10-ESTABLISH GOALS THROUGHOUT THE NEXT 5 YEARS TO ATTAIN EQUAL EMPLOYMENT OPPORTUNITY WITHIN YOUR AGENCY.									
YEARLY GOALS										YEARLY GOALS									
1 YR.										2 YRS.									
3 YRS.										4 YRS.									
5 YRS.										5 YRS.									
MINORITIES										MINORITIES									
FEMALES										FEMALES									

# AVAILABILITY ANALYSIS <sup>TABLE 3.</sup> AND TIMETABLES WORK SHEET

EEO-4 JOB CATEGORY--Technical

TOTAL NUMBER OF PERSONS IN THIS JOB FAMILY--\*AVAILABLE IN LABOR MARKET--6178 \*\*NOW EMPLOYED BY AGENCY--9

DATE April 30, 1976 MINORITY--TOTAL MALE AND FEMALE

CIRCLE AVAILABILITY SOURCE: (STATE--NATIONAL--OTHER) State June 1973

AVAILABILITY CLASSIFICATION USED: Organizing & Admin. Action Referral, Technical and Kindred Occupations

ETHNIC STATUS	*AVAILABLE			**NOW EMPLOYED			PRESENT STATUS			*AVAILABLE			**NOW EMPLOYED			PRESENT STATUS		
	NO.	%	%	NO.	%	%	% AVAILABLE MINUS % NOW EMPLOYED	NO.	%	%	NO.	%	%	% AVAILABLE MINUS % NOW EMPLOYED				
1-WHITE	15	0.2	%	0	0	%	-0.2	1470	24.0	%	1	11.1	%	-12.9				
2-BLACK	60	1.0	%	0	0	%	-1.0	27	0.4	%	0	0	%	-0.4				
3-SPANISH AMERICAN	160	3.0	%	0	0	%	-3.0	47	0.8	%	0	0	%	-0.8				
4-NATIVE AMERICAN	7	0.1	%	0	0	%	-0.1	2	0	%	1	11.1	%	0				
5-ASIAN AMERICAN	7	0.1	%	0	0	%	-0.1	2	0	%	1	11.1	%	0				
6-OTHER	249	4.0	%	1	1	%	-4.4	1548	25.0	%	1	11.1	%	-14.1				
7-TOTAL	249	4.0	%	1	1	%	-4.4	1548	25.0	%	1	11.1	%	-14.1				
8-PRESENT UTILIZATION--LINE 7 (% AVAILABLE MINUS LINE 7) (NOW EMPLOYED)																		
9-COMPUTE 5 YEAR GOAL BY CONVERTING % ON LINE 8 INTO A NUMERICAL VALUE. (MULTIPLY THE % ON LINE 8 BY THE TOTAL NUMBER OF PERSONS NOW EMPLOYED BY THE AGENCY IN THIS JOB FAMILY)	0																	
10-ESTABLISH GOALS THROUGHOUT THE NEXT 5 YEARS TO ATTAIN EQUAL EMPLOYMENT OPPORTUNITY WITHIN YOUR AGENCY.	1																	
YEARLY GOALS	1 YR.	2 YRS.	3 YRS.	4 YRS.	5 YEARS													
UTILITIES	NO	NO	GOAL	NECESSARY														
FEMALES	1																	

TABLE 4.

# WORK SHEET

EEC-4 JOB CATEGORY--*Health and Chiropractic*  
 TOTAL NUMBER OF PERSONS IN THIS JOB FAMILY--\*AVAILABLE IN LABOR MARKET--37,304\*\*NOW EMPLOYED BY AGENCY--9

DATE *April 30, 1976* MINORITY--TOTAL MALE AND FEMALE

JOB FAMILY NUMBER--  
 STATE--NATIONAL--OTHER *State 172* FEMALE

CIRCLE AVAILABILITY SOURCE: (STATE--NATIONAL--OTHER *State 172*)  
 AVAILABILITY CLASSIFICATION USED *State 172*

ETHNIC STATUS	*AVAILABLE		**NOW EMPLOYED		PRESENT STATUS		*AVAILABLE		**NOW EMPLOYED		PRESENT STATUS	
	NO.	%	NO.	%	% AVAILABLE MINUS % NOW EMPLOYED		NO.	%	NO.	%	% AVAILABLE MINUS % NOW EMPLOYED	
1-WHITE	41	11.0%	0	0%	-11.0%		37,304	100.0%	9	0.0%	+35.6%	
2-BLACK	153	4.1%	0	0%	-4.1%		50	0.1%	0	0%	-4.1%	
3-SPANISH AMERICAN	735	1.9%	0	0%	-1.9%		153	0.4%	0	0%	-1.5%	
4-NATIVE AMERICAN	27	0.07%	0	0%	-0.07%		21	0.06%	0	0%	-0.06%	
5-ASIAN AMERICAN	27	0.07%	0	0%	-0.07%		21	0.06%	0	0%	-0.06%	
6-OTHER	27	0.07%	0	0%	-0.07%		21	0.06%	0	0%	-0.06%	
7-TOTAL	1079	2.9%	0	0%	-2.9%		38748	100.0%	9	0.0%	+22.43%	
8-PRESENT UTILIZATION--LINE 7 (% AVAILABLE MINUS LINE 7 (% NOW EMPLOYED))												
9-COMPUTE 5 YEAR GOAL BY CONVERTING % ON LINE 8 INTO A NUMERICAL VALUE. (MULTIPLY THE % ON LINE 8 BY THE TOTAL NUMBER OF PERSONS NOW EMPLOYED BY THE AGENCY IN THIS JOB FAMILY)												
10-ESTABLISH GOALS THROUGHOUT THE NEXT 5 YEARS TO ATTAIN EQUAL EMPLOYMENT OPPORTUNITY WITHIN YOUR AGENCY.												

YEARLY GOALS	1 YR.	2 YRS.	3 YRS.	4 YRS.	5 YEARS
MALE	NO	NO	GOAL	NO	GOAL
FEMALE	NO	NO	GOAL	NO	GOAL

The analysis reveals an overutilization of women in the category of Department civil, therefore, make a long term effort to increase the utilization of men in civil and criminal positions.



## Section 2. Availability Study

The analysis completed for each job category on the Goals and Timetables Worksheets is based on the State of Montana as the recruitment and relevant external labor market area. Data on minority and female availability in the labor market area were drawn from Table 172 of the 1970 U.S. Census. "Native American Statistics" from the Bureau of the Census provided information on Native American availability in the analysis of the Office and Clerical category.

The analysis revealed an underutilization of women in the Officials/Administrators, Professionals and Technicians categories. Accordingly, goals have been established to correct these areas of underutilization.

The analysis also revealed an overutilization of women in the Office and Clerical category. The Department will, therefore, make a good faith effort to increase the utilization of men in this category.

Employee turnover information by job category for the Department is detailed on page 13. This information was considered in establishing timetables for correcting areas of underutilization.

Information on promotables and training opportunities is included in IX. Job Structuring and Upward Mobility.

Should the employment circumstances in the Department change sufficiently to warrant a change in the goals and timetables specified here, the Department will recommend and request approval from the State EEO Bureau for such revisions. All requests for revisions will be submitted in good faith and with a continuing commitment to the success of the Affirmative Action Program.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. The goals and timetables established will be reviewed and more appropriate timetables established, if necessary. Any such changes will be subject to the approval of the State EEO Bureau through final approval of the Department's Affirmative Action Plan.	EEO Officer; Division Administrators; Executive Officer	June 15, 1976

## VI. GOALS AND TIMETABLES

### Section 1. Goals and Timetables

1. Officials and Administrators	Female	Minority	Target
1 year	No Goal*	No Goal*	----
5 years	1	No Goal*	June 30, 1981
2. Professionals	Female	Minority	Target
1 year	2	No Goal*	June 30, 1977
5 years	8	No Goal*	June 30, 1981
3. Technicians	Female	Minority	Target
1 year	1	No Goal*	June 30, 1977
5 years	2	No Goal*	June 30, 1981

\*For explanation of the lack of goals in some categories, see Tables 1 through 3.

While the Availability Study does not indicate that goals must be established for minority employment within the Department, the Department will put forth a good faith effort to maintain and improve minority representation in its work force.

## VII. RECRUITMENT

### Section 1. Internal Recruitment Procedures

Goal: To identify present discriminatory methods and practices and to develop and establish affirmative recruitment procedures. Affected class members will participate in all phases of reviewing and revising recruitment procedures.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Present recruitment methods and procedures will be reviewed to identify and document those which may be discriminatory. Review of recruitment procedures to identify discriminatory practices will be conducted on a semi-annual basis.	Affirmative Action Advisory Committee; Administrator of Centralized Services	June 15, 1976; semi-annual
2. Using documentation of discriminatory procedures, alternative methods and procedures will be identified to affirmatively comply with EEO. Methods and procedures will be standardized throughout the agency.	Affirmative Action Advisory Committee; Administrator of Centralized Services	June 30, 1976; ongoing
3. All employees involved with the recruitment process will be informed by letter of the methods and procedures found to be discriminatory and eliminated from future use. At the same time they will be informed of the standardized Department methods and procedures identified as being in compliance with the Affirmative Action Plan.	Administrator of Centralized Services	July 5, 1976; ongoing
4. All employees involved with the recruitment process shall attend periodic meetings to receive information on the legal basis of EEO, the spirit of affirmative action and the techniques of locating and recruiting potential affected class employees. Employees will be encouraged to provide	EEO Officer	July 30, 1976; semi-annual



input, suggestions or questions.

#### Follow-up

The EEO Officer will document steps one and two. The Administrator of Centralized Services will document step three and will keep an attendance list for all staff meetings involving affirmative action orientation, review and training sessions.

## Section 2. External Recruitment Sources

Goal: To establish procedures for locating and encouraging a greater number of affected class members to apply for jobs in the Department.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. A list will be developed of referral and recruitment sources with concentrated affected class membership, readership or clientele; including but not limited to: minority organizations, women's groups, religious groups, community organizations, professional groups, educational institutions, and training schools. (See Appendix 5)	EEO Officer	May 17, 1976; ongoing
2. Initial contact of recruitment sources will include a copy of the Policy Statement, and stress interest in referrals and applications from qualifiable as well as qualified affected class members.	Administrator of Centralized Services	May 31, 1976; ongoing
3. Initial and subsequent contacts of recruitment sources will state "An Equal Employment Opportunity/Affirmative Action Employer:", and will restate interest in referrals and applications from qualifiable as well as qualified affected class members.	Administrator of Centralized Services	May 31, 1976; ongoing
4. All job openings must be listed with the local State Employment Service. All listings will stress an interest in referrals and applications from qualifiable as well as qualified affected class members.	Administrator of Centralized Services	Initiate May 20, 1976; ongoing

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
5. All positions will be advertised in newspapers and recruitment sources with concentrated affected class membership, readership or clientele will be notified of all job openings.	Administrator of Centralized Services	Initiate June 16, 1976; ongoing
6. All vacancies will be held open for at least two weeks to permit adequate time for response to recruitment efforts.	Employees responsible for setting closing dates; Administrator of Centralized Services	June 16, 1976; ongoing
7. Contact and work with the Indian Affairs Talent Bank after its implementation.	Administrator of Centralized Services	July 1, 1976; ongoing

Provisions for analyzing vacancies are included in IX. Job Structuring and Upward Mobility.

#### Follow-up

The Administrator of Centralized Services will maintain a list of recruitment sources used for all job openings.

### Section 3. Recruitment Literature

Goal: To insure that job announcements, publications, and other recruitment literature will be acceptable to all groups and will reflect the Department's commitment to equal employment opportunity. Affected class members will participate in all phases of reviewing and revising recruitment literature.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Review job announcements, publications, and other recruitment literature to identify and document discriminatory language, wording, and photographs.	Affirmative Action Advisory Committee; EEO Officer; Administrator of Centralized Services	June 15, 1976; ongoing
2. Using documentation of discriminatory language, nondiscriminatory wording and photographs will be developed and substituted. Job announcement format and other recruitment literature will be standardized throughout the Department. Recruitment literature will also be written in a clear, concise manner to be understandable to all job applicants.	Affirmative Action Advisory Committee; EEO Officer; Administrator of Centralized Services	June 30, 1976; ongoing
3. Classified Advertisements and other recruitment publications will not be placed in sex-segregated listings. (Except in the occasion that sex is a bonafide occupational job qualification).	Administrator of Centralized Services	June 30, 1976; ongoing
4. All recruitment literature will state, "An Equal Employment Opportunity/Affirmative Action Employer."	Administrator of Centralized Services	June 30, 1976; ongoing

#### Follow-up

The EEO Officer will document steps 1 and 2. The Administrator of Centralized Services will document steps 3 and 4.

## VIII. SELECTION PROCEDURES

### Section 1. Selection and Placement

Goal: To determine employee selection and placement solely on job-related qualifications without discrimination on the basis of race, color, religion, national origin, age, marital status, ancestry, receipt of public assistance, political beliefs, physical or mental handicap, ex-offender status or sex (except where sex, ex-offender status and/or physical or mental handicap is a bona fide occupational qualification).

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. A letter will be sent to the Department of Administration requesting that the state employment application form be revised to comply fully with EEO requirements.	Executive Officer	May 31, 1976
2. Employees directly responsible for any hiring decisions will meet to choose a Departmental selection procedure from the alternatives described in Appendix 3. The EEO Bureau will be notified of the procedure chosen.	EEO Officer	Meeting by June 11, 1976  Notification made by June 15, 1976
3. All employees directly involved to any extent in the selection and placement processes will receive training in affirmative action requirements with emphasis on nondiscriminatory procedures for screening, interviewing, reference checks and hiring and on record-keeping requirements. A list of employees who have participated in such training will be maintained and up-dated.	EEO Officer; Administrator of Centralized Services	Initial session by July 30, 1976; semi-annual
4. All employees newly assigned responsibilities in the selection and placement processes will receive the same training.	EEO Officer	Ongoing; within 30 working days after employee(s) are assigned such responsibility.

- |   |  |                        |
|---|--|------------------------|
| 5. Specific reasons for each hiring decision will be documented briefly. See Applicant Flow Data, Form B of the required Semi-Annual Status Report. | Employee responsible for decision; review by EEO Officer | June 16, 1976; ongoing |
| 6. Serious consideration will be given to work experience as well as formal education in evaluating an applicant's qualifications.                  | EEO Officer; employees responsible for hiring.           | June 16, 1976; ongoing |

Follow-up:

The EEO Officer will periodically review all documentation in Centralized Services on the selection and placement procedures to identify any Divisions in which a disproportionate number of women and minorities have been rejected in the selection process. If a Division is so identified, the EEO Officer will meet with the employees responsible for hiring decisions in that Division in order to delineate possible problem areas and seek solutions.

As a part of the second Semi-Annual Affirmative Action Status Report, the EEO Officer and Affirmative Action Advisory Committee will review the training provided on selection procedures and determine whether or not additional training at periodic intervals is required.

## Section 2. Testing

At present, the Department uses no formal written or performance tests in the selection procedure. Should the Department begin to use such tests in the future, the EEO Officer will assure that the tests comply fully with the Equal Employment Opportunity Commission Guidelines on Employee Selection prior to their use.

### Section 3. Nepotism

Goal: To develop a nepotism policy which complies with equal employment opportunity principles and with State Law (Section 59-518 through Section 59-520, R.C.M. 1947).

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. A nepotism policy will be developed to allow the employment of relatives within the Department so long as one relative is not responsible for supervising, hiring, promoting, terminating or determining the rate of pay for the other relative.	EEO Officer; review by Department Lawyer.	July 30, 1976

#### Follow-up:

The EEO Officer will notify employees of the nepotism policy once the policy is officially adopted.



## IX. JOB STRUCTURING AND UPWARD MOBILITY

### Section 1. Job Structuring

Goal: To assure that job classifications are based solely on job-related criteria and that part-time work opportunities within the Department are developed to the fullest extent possible.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. All job classifications will be reviewed to identify and correct any inaccuracies. Job classifications will continue to be made solely on job-related criteria.	EEO Officer; Administrator of Centralized Services	September 30, 1976
2. Responsibility and accountability for implementing the Affirmative Action Program will be added to all job descriptions as an area for evaluation of employees' performance.	EEO Officer; Executive Officer	Initiate June 30, 1976; ongoing
3. Vacancies will be analyzed to determine if they can be filled equally well or better by substituting two part-time positions for one full-time position.	EEO Officer	Initiate June 30, 1976; ongoing

#### Follow-up:

The EEO Officer will certify that all job classifications have been reviewed when the review is completed.

## Section 2. Training

Goal: To assure that training opportunities are provided on an equal basis to all Department employees and that consideration will be given to providing on-the-job training opportunities for qualifiable job applicants.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Training opportunities will be reviewed and all employees will be given equal opportunity to participate in available training programs which can assist them to develop their careers as fully as possible.	EEO Officer	September 30, 1976; ongoing
2. Successful completion of each training program will be noted in the employee's personnel file and considered during evaluations and the selection process for promotion. Employees will notify Centralized Services of training completed.	Employee; Administrator of Centralized Services	Initiate June 30, 1976
3. The availability of training opportunities and programs within and outside the Department will be identified and used when possible. A list of such opportunities and programs will be maintained and up-dated. Employees will be notified of up-coming training opportunities sufficiently in advance to request approval of attendance and make any arrangements necessary for their absence from the office.	EEO Officer	November 30, 1976; ongoing
4. When a vacancy is anticipated, consideration will be given to providing on-the-job training for a qualifiable affected class person.	EEO Officer; employee responsible for supervising the position	Initiate June 30, 1976; ongoing

### Section 3. Promotions and Transfers

Goal: To eliminate all discriminatory barriers to upward mobility accomplished through promotion and transfer.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. All policies, procedures and criteria affecting promotion and transfer will be reviewed and any discriminatory barriers eliminated.	EEO Officer	November 30, 1976
2. All promotions and transfers will be reviewed regularly through the process of preparing and submitting the Semi-Annual Status Report.	EEO Officer; Affirmative Action Advisory Committee	Initiate with first semi-annual report; semi-annual
3. The availability of promotable affected class employees in the agency's work force will be determined on a regular basis through the use of Form E, "Promotable Employee Data" in the Status Report.	EEO Officer; Affirmative Action Advisory Committee	Initiate with first semi-annual report; semi-annual

## X. PERSONNEL ACTIONS

### Section 1. Compensation

Salary levels for positions within the Department are determined by statewide classification and pay plans. The statewide salary matrix is established by the Classification Bureau in the Personnel Division of the Department of Administration on the basis of periodic salary surveys of other employers.

Goal: To assure nondiscriminatory administration of the statewide pay plan within the Department.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. All job descriptions and actual job functions will be compared to be sure that all jobs requiring substantially similar work are classified at the same grade level and therefore compensated at the same rate. If necessary, reclassifications requests will be submitted to correct any existing inequities.	EEO Officer; Administrator of Centralized Services	September 30, 1976
2. Merit service increases will be granted solely on the basis of satisfactory or better job performance as indicated in an employee's job performance evaluations. (See Section 3. Job Performance Evaluation, X. Personnel Actions.)	Employees responsible for recommending merit service increases; Executive Officer	Initiate when evaluation system is initiated; ongoing

#### Follow-up:

As job descriptions change or new jobs are created, the EEO Officer will review the changes in order to maintain equal pay for equal work throughout the Department.

## Section 2. Benefits

The Department of Business Regulation does not control the medical, hospital, accident or life insurance; retirement and pension; or leave benefits available to Department employees. Benefits are established for all State employees by the State of Montana.

Goal: To assure nondiscriminatory administration of benefits within the Department.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. All medical, hospital, accident and life insurance; retirement and pension; and leave benefits will be reviewed to assure that within the Department these benefits are administered without discrimination. If benefits and benefit policies established by the State are found to be discriminatory in any aspect, appropriate agencies and/or officials will be notified and revisions requested.	EEO Officer; Administrator of Centralized Services; Executive Officer	October 29, 1976
2. All terms, conditions and privileges of employment within the Department will be reviewed and applied or made available to all employees without discrimination.	EEO Officer; Administrator of Centralized Services	October 29, 1976
3. The Department will comply fully with the provisions of State law on maternity leave (Title 41, Chapter 26, R.C.M., 1947.) All employees will be informed of these provisions.	EEO Officer; Administrator of Centralized Services	June 30, 1976

### Follow-up:

The EEO Officer will certify that all benefits, terms, conditions and privileges of employment have been reviewed for compliance with EEO principles once the review is completed. All new employees will receive information on maternity leave provisions along with copies of the Policy Statement and Complaint Procedure.

### Section 3. Job Performance Evaluations

Goal: To design and implement a Department policy and procedure for job performance evaluations for all employees. Evaluations will be made solely on job performance and other specific job-related criteria and will be nondiscriminatory in design and application.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. The Department of Administration is developing a standardized evaluation form for use by all state agencies. Once available, this form will be used in all job performance evaluations of Department employees.	Administrator of Centralized Services; employees responsible for completing evaluations	Initiate within 30 working days after form is available; ongoing
2. A committee representing all levels of the Departmental work force and including the EEO Officer will meet to design and recommend to the Executive Officer a nondiscriminatory policy and procedure for implementing job performance evaluation. Consideration will be given to any guidelines issued by the Department of Administration, affirmative action requirements, the need for regularly scheduled evaluations and the need for evaluations upon request by employee or supervisor.	Committee members; coordinated by Administrator of Centralized Services; Executive Officer	Within 15 working days after form and guidelines, if any, are available
3. Orientation sessions will be held for all employees to acquaint them with the evaluation policy, procedure and form.	Committee members; coordinated by Administrator of Centralized Services	Within 15 working days after policy and procedure are adopted
4. As part of the total job performance evaluation, all employees will be evaluated on their performance in assuring the success of the Affirmative Action Program. In addition, supervisory employees will be evaluated on their use of the job performance evaluation system.	All employees responsible for completing evaluations; EEO Officer	Initiate when evaluation system is initiated; ongoing

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
5. Evaluations of an employee's performance will be included in the employee's personnel file.	Administrator of Centralized Services	Initiate when evaluation system is initiated; ongoing

Follow-up:

As a part of the semi-annual affirmative action program review, the EEO Officer and Affirmative Action Advisory Committee will review the evaluation procedure and recommend revisions, if necessary.



#### Section 4. Disciplinary Action and Termination

Goal: To assure that all disciplinary actions, demotions and terminations are based solely on job-related, nondiscriminatory criteria.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Unsatisfactory job performance will be noted and discussed with an employee through at least one performance evaluation; appropriate corrective action will be suggested and improvement requested before disciplinary action, demotion or termination occurs. The employee will be given a reasonable but definite period of time in which to improve job performance before disciplinary action, demotion or termination occurs.	Employees responsible for conducting performance evaluations; Executive Officer	Initiate when evaluation system is initiated; ongoing
2. Disciplinary action, demotion and termination decisions will be based solely on job-related criteria equally applicable to all employees in similar jobs.	Employees responsible for decisions; Executive Officer; EEO Officer	Initiate June 30, 1976, ongoing
3. Exit interviews will be conducted with all employees in order to determine their reasons for terminating. If discrimination, real or perceived, influenced the employee's decision, such matters will be examined and corrective action initiated. See Section 1, XIV Records and Reports, record-keeping requirements on disciplinary actions, demotions and terminations.	EEO Officer or his/her designated representative	Initiate June 30, 1976; ongoing

#### Follow-up:

The EEO Officer will maintain records on all exit interviews conducted.

## XI. CONTRACTS

### Section 1. Contracts.

The Department has no collective bargaining contracts at the present time. Should the situation change in the future, it is assured that said contracts will adhere to all applicable nondiscrimination laws and regulations, and will comply with equal employment opportunity principles and the provisions of the Affirmative Action Plan. Any collective bargaining agreements signed will contain a nondiscrimination clause covering procedures of the agreement.

## XII. SUBCONTRACTORS AND SUBGRANTEES

### Section 1. Subcontractors and Subgrantees

The Department has no subcontractors, subgrantees, or contractual work at this time, nor does the Department solicit funding or grant proposal applications for any program. Should the situation change in the future, it is assured that all parties involved will adhere to all applicable nondiscrimination laws and regulations, including Section 64-316 to Section 64-330, R.C.M. 1947, and will comply with equal employment opportunity principles and the provisions of the Affirmative Action Plan. Any application for funding or grant proposal will include an affirmative action policy statement.

### XIII. COMPLAINT PROCEDURE

#### Section 1. Statute of Limitations

Goal: To insure current, former, and prospective employees, prompt and impartial hearings for discriminatory complaints.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Employees filing a complaint will be informed of their legal right to file with the State Human Rights Division or the United States Equal Employment Opportunity Commission any time during the internal complaint process.	EEO Officer	Upon instigation of informal or formal complaint process.
2. The complaint procedure will be permanently posted on all appropriate bulletin boards and in employee lounge areas. Employees will receive a copy of the complaint procedures.	EEO Officer	June 30, 1976; within 30 working days of employment for new employees.
3. The Complaint resolution procedure will be reviewed on a semi-annual basis in conjunction with semi-annual status reports.	EEO Officer; Affirmative Action Advisory Committee	June 30, 1976; semi-annual
4. Both parties will have access to detailed Affirmative Action Report information as specified in the employment Discrimination Report, Numbers 6 and 7.	EEO Officer	June 30, 1976; ongoing

## Section 2. Informal Resolution

The Complainant will notify the EEO Officer of his/her complaint within 25 working days of the alleged discriminatory incident. The Complainant or the EEO Officer as his/her representative, will go to the supervisor or Division Administrator for informal discussion, investigation and resolution of the situation.

### Section 3. Formal Resolution

If the informal resolution procedure fails to resolve the complaint to the Complainant's satisfaction, the formal resolution procedure may be initiated by the Complainant. Within 30 working days after the time period allowed for the informal resolution procedure has elapsed, the Complainant will complete and file the Employment Discrimination Report with the EEO Officer.

An Appeal Board will consist of one member designated by the complainant, one member designated by the Executive Officer and a third member agreed upon by the first two members. The third member will chair the Board which will conduct an impartial investigation and hearing into the complaint. Basic principles of due process will govern the hearing: 1. Notice to the parties of specific charges. 2. The right of each party to produce evidence, both in writing and through witnesses, 3. The right of each party to question others who produce evidence. 4. The decision made strictly on recorded evidence. A tape recording of the hearing will be made for documentation and future reference.

The Appeal Board will hold a hearing within 10 working days after the filing of the formal complaint. Within 5 working days after the actual hearing, the Board will present its findings and recommendations to the Executive Officer. The Executive Officer will make his/her decision and notify both parties of the decision, in writing, within 5 working days after receiving the Board's recommendations.

#### Section 4. Retaliation

Termination, demotion, or any form of punishment or harassment against an employee for filing a charge, or against any person giving testimony in the resolution of complaints, is illegal and will not be tolerated.

Such action receives top priority from the State Human Rights Division and the United States Equal Employment Opportunity Commission, often resulting in back pay, awards and reinstatement.



#### XIV. RECORDS AND REPORTS

##### Section 1. Records and Reports

Goal: To establish and implement a comprehensive auditing and evaluation procedure which will accurately measure the Department's progress in its Affirmative Action Program.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Accurate completion and submission of the Affirmative Action Plan and Semi-Annual Affirmative Action Status Reports to the Equal Employment Opportunity Bureau will be assured through participation in and final review of the Plan and the Semi-Annual Reports.	Executive Officer	December 19, 1975; semi-annual
2. An auditing and evaluation procedure will be established to review the Department's Affirmative Action Plan on a continuing and regular basis.	EEO Officer; Affirmative Action Advisory Committee.	Initiate June 30, 1976; semi-annual
3. The procedure will be designed to assure timely and accurate completion and submission of the Semi-Annual Affirmative Action Status Report. This Report will include a statistical report, qualified applicant flow data, promotion and transfer data, a training activity summary, termination data, a goals and timetables analysis and a progress report. Confidentiality will be assured through the use of cross-code lists. The Report will be public information.	EEO Officer; Affirmative Action Advisory Committee.	January 31, 1977; semi-annual
4. Records of all reprimands, lay-offs, demotions, and terminations will be kept for a period of 2 years. Such records will include the total number of employees terminated, names (cross-referenced with confidentiality numbers), salaries, dates, reason for action, sex, race and job category. All personnel files and records documenting personnel actions will be kept for a period of 2 years.	EEO Officer	Initiate June 30, 1976; ongoing

Table 172. Occupation of the Experienced Civilian Labor Force by Race and Sex, and Weeks Worked in 1969 and Experienced Workers Not in Labor Force by Sex: 1970--Continued

(Data based on sample; see text for meaning of symbols, see text)

The State  
Standard Metropolitan Statistical  
Areas of 250,000 or More

THE STATE--Continued

Males, 16 years old and over--Continued

	Total experienced civilian labor force	White	Negro	Persons of Spanish language	Weeks worked in 1969 of the experienced civilian labor force				Year last worked of experienced workers not in labor force		
					Total	50 to 52 weeks	27 to 49 weeks	1 to 26 weeks	1960-63	1964-68	1969-70
Operatives, except transport	16 105	13 537	24	197	15 796	9 978	3 842	1 975	372	977	2 342
Assemblers	171	148	-	6	171	114	39	18	-	20	38
Checkers, packers, and inspectors, manufacturing	148	140	-	-	143	99	31	13	-	-	19
Garage workers and gas station attendants	2 215	2 150	15	18	2 087	1 097	414	576	32	72	493
Laundry and drycleaning operatives, n.e.c.	179	179	-	6	179	115	40	24	9	22	29
Meat cutters and butchers	943	913	-	15	943	727	158	58	-	66	81
Fire operatives, n.e.c.	1 827	1 785	-	16	1 797	1 124	535	138	107	257	245
Packers and wrappers, except produce	264	250	-	-	264	130	84	50	9	5	49
Painters, manufacturing articles	90	90	-	14	90	66	13	11	4	-	16
Press on machine operatives	132	132	-	4	132	88	30	14	4	17	22
Sawyers	1 380	1 334	-	22	1 365	761	524	80	22	73	121
Stationary firemen	409	399	-	-	409	327	52	30	15	34	23
Textile operatives	31	14	-	-	31	11	9	11	-	-	6
Welders and flamecutters	1 184	1 141	9	7	1 179	757	333	89	4	38	157
Other metalworking operatives	874	832	-	28	863	617	142	104	30	46	90
Other specified operatives	2 718	2 621	-	18	2 655	1 543	778	334	29	150	406
Miscellaneous and not specified operatives	3 540	3 429	-	43	3 488	2 402	661	425	107	178	477
Occupation											
Machine operatives, miscellaneous specified	1 750	1 707	-	27	1 722	1 278	321	123	46	60	165
Machine operatives, not specified	326	326	-	-	326	234	38	54	13	75	35
Miscellaneous operatives	974	946	-	5	963	617	196	150	39	56	161
Not specified operatives	490	450	-	11	477	273	106	98	9	37	96
Industry											
Manufacturing	2 579	2 496	-	32	2 554	1 850	453	251	45	116	276
Durable goods	1 730	1 681	-	21	1 713	1 230	324	159	35	81	152
Wood products, including furniture	725	725	-	-	725	513	171	41	11	4	53
Primary metal industries	736	712	-	21	724	588	80	56	10	36	43
Fabricate metal industries	35	26	-	-	35	15	5	15	-	-	8
Machinery, including electrical	13	13	-	-	13	13	-	-	8	4	17
Metal and equipment	-	-	-	-	-	-	-	-	-	-	5
Transport equipment, except motor vehicles	26	26	-	-	26	17	9	5	-	-	-
Other durable goods	193	179	-	-	190	89	59	42	6	17	26
Non-durable	842	808	-	11	834	613	129	92	10	35	124
Food and kindred products	408	400	-	-	404	269	64	51	5	39	69
Apparel and other fabricated textile products	11	5	-	-	11	-	-	11	-	-	-
Paper and allied products	98	93	-	11	98	72	26	-	-	-	20
Chemicals and allied products	38	38	-	-	38	26	6	6	5	-	4
Other non-durable goods	287	272	-	-	283	226	33	24	-	16	31
Not specified manufacturing industries	7	7	-	-	7	7	-	-	-	-	-
Nonmanufacturing industries	961	933	-	11	934	552	208	174	62	62	201
Transportation, communications, and other public utilities	237	232	-	6	237	178	39	20	37	24	51
Wholesale and retail trade	321	311	-	5	294	167	61	66	7	24	71
All other industries	403	390	-	-	403	207	108	88	18	14	79
Transport equipment operatives	9 914	9 676	10	74	9 635	6 594	2 454	787	237	298	1 074
Bus drivers	533	511	-	-	533	334	157	42	22	22	43
Taxicab drivers and chauffeurs	178	159	-	6	178	122	45	11	-	9	29
Truck drivers and deliverymen	7 050	6 917	6	50	6 989	4 561	1 836	592	138	214	816
Other transport equipment operatives	2 153	2 089	4	18	2 135	1 577	416	142	77	53	186
Laborers, except farm	12 450	11 845	20	244	12 067	6 094	3 385	2 588	315	937	4 438
Construction laborers	2 460	2 289	7	39	2 405	923	765	517	81	184	1 093
Freight stock, and material handlers	3 804	3 688	-	83	3 695	2 053	918	724	33	92	951
Other specified laborers	3 074	2 934	13	45	2 966	1 451	866	649	83	278	1 268
Miscellaneous and not specified laborers	3 112	2 934	-	79	3 001	1 667	636	698	118	302	1 142
Occupation											
Miscellaneous laborers	1 262	1 173	-	54	1 220	846	217	157	61	156	376
Not specified laborers	1 850	1 761	-	25	1 781	821	419	541	37	147	764
Industry											
Manufacturing	1 315	1 274	-	5	1 275	739	286	250	28	79	319
Durable goods	1 146	1 109	-	5	1 106	648	260	178	28	69	243
Wood products, including furniture	440	430	-	-	435	245	92	98	22	47	112
Metal industries	632	623	-	5	607	400	143	64	6	15	114
Machinery, including electrical	6	6	-	-	6	-	6	-	-	-	-
Transport equipment	62	44	-	-	62	44	6	6	-	-	-
Other durable goods	169	165	-	-	169	71	26	72	-	7	17
Non-durable goods	109	105	-	-	109	39	19	51	-	10	76
Food and kindred products	-	-	-	-	-	-	-	-	-	6	44
Not specified manufacturing industries	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing industries	1 797	1 660	-	74	1 726	928	350	448	90	224	823
Railroads and railway express service	730	686	-	58	714	527	129	58	56	112	218
Transportation, except railroads	65	65	-	-	59	18	18	23	-	4	27
Communications, and utilities and sanitary services	177	172	-	-	177	106	43	28	20	6	66
Wholesale and retail trade	386	357	-	4	377	146	66	165	6	49	130
All other industries	439	360	-	12	399	131	94	174	8	53	382
Farmers and farm managers	14 046	17 842	-	55	17 952	14 208	1 289	455	563	1 744	1 487
Farm laborers and farm foremen	9 219	8 691	4	109	9 023	4 666	2 028	2 129	233	776	4 561
Paid farm laborers and farm foremen	8 419	7 895	4	101	8 264	4 339	1 947	1 978	233	728	4 050
Unpaid family workers	800	796	-	8	759	527	81	151	-	48	511
Service workers, except private household	12 147	11 546	78	187	11 757	6 976	2 274	2 505	448	1 185	2 523
Cleaning service workers	4 380	4 121	39	88	4 254	2 444	887	923	184	424	967
Food service workers	3 132	3 005	31	59	3 009	1 309	642	978	94	133	777
Cooks, except private household	731	663	31	17	716	391	122	203	33	104	193
Busboys and waiters	751	741	-	21	698	131	154	413	10	31	341
Health service workers	453	423	-	7	426	225	116	85	15	76	85
Personal service workers	1 305	1 240	6	22	1 252	753	277	222	29	117	269
Protective service workers	2 230	2 117	-	13	2 219	1 273	775	171	93	204	713
Firemen, fire protection	340	335	-	-	340	297	43	-	5	14	33
Guards and watchmen	647	628	-	-	647	410	139	98	56	143	111
Police and detectives	896	817	-	8	885	758	70	57	18	31	43
Private household workers	87	71	-	-	81	14	14	51	-	21	25
Unemployed persons, last worked 1959 or earlier	28	31	-	-	-	-	-	-	-	-	-

<sup>1</sup>Includes allocated cases not shown separately

<sup>2</sup>See text for explanation

## APPENDIX 1

Table 172. Occupation of the Experienced Civilian Labor Force by Race and Sex, and Weeks Worked in 1969 and Experienced Workers Not in Labor Force by Sex: 1970

[Data based on sample; see text for meaning of symbols, see text]

The State  
Standard Metropolitan Statistical  
Areas of 250,000 or More

## THE STATE

	Total experienced civilian labor force	White	Negro	Persons of Spanish language	Weeks worked in 1969 of the experienced civilian labor force				Year last worked of experienced workers not in labor force		
					Total	50 to 52 weeks	27 to 49 weeks	1 to 26 weeks	1960-63	1964-68	1969-70
Male, 16 years old and over .....	168 726	164 137	300	1 601	166 293	120 683	20 046	13 662	4 149	10 250	25 149
Professional, technical, and kindred workers .....	20 171	19 774	57	179	20 076	14 643	4 040	1 294	177	610	1 939
Accountants .....	1 253	1 249	-	-	1 248	1 082	125	41	15	61	63
Architects .....	112	117	-	-	117	98	19	-	8	4	5
Computer specialists .....	193	193	-	-	193	164	19	10	-	6	4
Engineers .....	2 018	2 034	3	8	2 036	1 779	192	65	21	105	154
Agricultural and astronautical .....	-	-	-	-	-	-	-	-	-	-	-
Civil .....	829	818	-	-	817	723	66	28	10	67	24
Electrical and electronic .....	447	447	-	-	447	382	60	5	5	19	26
Mechanical .....	130	130	-	-	130	120	5	5	5	8	19
Other engineers .....	642	639	3	4	642	554	61	27	-	11	35
Lawyers and judges .....	811	811	-	7	811	713	68	30	-	13	9
Life and physical scientists .....	773	762	6	6	773	685	51	37	6	18	25
Chemists .....	145	145	-	6	145	112	28	5	5	13	30
Physicians, dentists, and related practitioners .....	1 566	1 544	6	20	1 560	1 295	244	21	2	63	18
Dentists .....	290	290	-	-	290	206	79	5	16	-	4
Pharmacists .....	286	286	-	-	286	278	10	-	10	33	5
Physicians, medical and osteopathic other related practitioners .....	665	655	-	20	659	538	109	12	-	19	5
Health technologists and technicians .....	325	313	6	-	325	275	46	4	7	11	4
Dental health technologists .....	743	737	-	7	743	199	11	33	6	-	19
Biological sciences .....	994	989	-	19	978	902	39	37	-	52	31
Physical scientists .....	146	135	6	-	146	123	23	-	-	6	6
Teachers .....	421	385	4	6	421	266	67	88	5	16	80
College and university .....	5 180	4 999	17	58	5 048	2 528	2 004	456	22	75	276
Elementary and high school .....	1 505	1 456	12	29	1 493	678	653	162	9	14	107
Secondary .....	1 124	1 108	-	6	1 119	557	462	100	4	29	76
Engineering and architecture .....	2 727	2 721	-	16	2 712	1 169	891	152	9	28	78
Draftsmen and surveyors .....	1 896	1 830	-	-	1 883	1 261	352	170	5	47	370
Electrical and electronic engineering technicians .....	922	929	-	-	965	697	183	85	5	24	191
Mechanical and other engineering technicians .....	758	758	-	-	752	238	10	4	-	-	10
Technicians, except health and engineering and science .....	572	572	-	6	572	496	58	18	-	19	45
Aviation pilots .....	135	135	-	-	135	125	10	-	-	4	25
Writers, artists, and entertainers .....	1 324	1 288	-	9	1 318	840	253	225	-	37	256
Other professional, technical, and kindred workers .....	2 734	2 629	15	33	2 729	2 111	455	163	58	93	548
Managers and administrators, except farm .....	20 425	20 703	15	148	20 715	17 958	1 866	471	495	1 036	1 081
Purchasing agents, and sales managers .....	1 763	1 752	-	-	1 750	1 618	94	38	74	65	133
Administrators .....	819	798	-	7	819	625	184	10	11	29	14
General managers and administrators, public administration .....	1 767	1 696	-	35	1 724	1 520	136	68	57	147	123
Specialized managers and administrators .....	3 459	3 431	7	27	3 438	2 948	362	128	132	210	178
Managers and administrators, n.e.c. .....	6 007	7 943	-	57	7 987	7 240	592	155	105	358	342
Manufacturing .....	825	813	-	4	825	761	60	4	19	43	38
Wholesale and retail trade .....	3 666	3 647	-	21	3 652	3 361	263	38	18	104	130
Transportation, communications, and other public utilities .....	1 068	1 062	-	25	1 068	993	71	4	43	65	56
All other industries .....	2 448	2 421	-	7	2 432	2 125	198	109	25	126	118
Managers and administrators, n.e.c. self-employed .....	4 610	4 585	8	28	4 597	4 007	518	72	116	227	291
Construction .....	843	839	-	9	843	635	189	19	-	33	60
Manufacturing .....	355	355	-	-	355	273	71	11	6	5	13
Wholesale and retail trade .....	2 295	2 283	3	19	2 282	2 110	154	18	87	96	98
All other industries .....	1 117	1 108	5	-	1 117	989	104	24	23	93	120
Sales workers .....	8 274	9 154	-	58	9 064	7 431	1 137	516	140	289	201
Insurance agents, brokers, and underwriters .....	1 288	1 282	-	18	1 278	1 128	129	21	26	30	14
Real estate agents and brokers .....	453	453	-	8	448	382	47	19	9	26	29
Sales representatives, manufacturing industries .....	575	575	-	5	575	494	61	20	-	21	21
Sales representatives, wholesale trade .....	1 831	1 819	-	5	1 814	1 659	122	33	9	37	103
Sales clerks, retail trade .....	7 183	2 152	-	11	2 143	1 577	395	171	41	97	318
Salesmen, retail trade .....	1 451	1 445	-	-	1 435	1 158	177	100	25	28	59
Salesmen of services and construction .....	292	287	-	5	292	244	48	-	-	5	32
Other sales workers .....	1 151	1 141	-	6	1 099	789	158	152	30	36	125
Clerical and kindred workers .....	8 576	8 294	11	37	8 439	6 847	1 056	729	230	570	1 030
Bank tellers and cashiers .....	301	301	-	15	296	188	66	42	-	27	69
Checkkeepers and billing clerks .....	783	770	-	-	783	659	81	43	28	82	78
Mail handlers and postal clerks .....	1 566	1 555	-	7	1 557	1 400	98	59	33	77	122
Other clerical and kindred workers .....	5 886	5 668	11	55	5 796	4 400	811	585	169	384	761
Craftsmen and kindred workers .....	32 364	31 451	83	368	31 973	23 271	6 447	2 062	933	2 316	3 566
Apparel craftsmen and upholsterers .....	157	141	-	8	148	114	28	6	-	6	-
Rubbers .....	236	233	3	8	236	221	5	10	9	16	9
Cabinetmakers .....	127	122	-	-	127	91	14	17	10	20	20
Construction craftsmen .....	10 340	9 923	52	74	10 198	5 660	3 575	963	290	960	1 570
Carpenters .....	3 512	3 351	7	27	3 467	1 624	1 440	403	157	383	659
Excavating, grading, and road machine operators .....	2 621	2 480	37	13	2 602	1 389	1 007	206	41	193	363
Electricians .....	1 369	1 346	-	10	1 344	1 111	183	50	14	76	72
Masons and tile setters .....	345	333	-	7	333	145	139	49	14	22	37
Masons, construction and maintenance, and paperhangers .....	680	668	-	4	667	282	283	102	10	119	317
Painters and cement finishers .....	212	202	4	7	212	51	122	39	11	50	66
Plumbers and pipe fitters .....	1 143	1 103	-	6	1 114	818	235	61	41	108	101
Other construction craftsmen .....	459	440	-	-	459	240	166	53	4	9	65
Farmers, n.e.c. .....	3 537	3 486	-	14	3 527	3 142	340	45	113	293	207
Manufacturing .....	1 080	1 058	-	7	1 080	1 004	71	5	40	129	88
Nonmanufacturing industries .....	2 457	2 428	-	7	2 442	2 138	269	40	73	164	119
Linemen and servicemen, telephone and power .....	1 237	1 208	-	5	1 232	1 126	92	14	10	41	60
Automotive engineers and firemen .....	726	721	-	-	726	620	93	13	39	56	35
Mechanics and repairmen .....	8 595	8 413	17	80	8 522	6 781	1 209	532	149	299	607
Air conditioning, heating and refrigeration .....	190	190	-	-	190	142	25	23	-	9	19
Aircraft .....	117	117	-	-	117	100	12	5	-	10	23
Automobile, including body .....	3 781	3 731	12	57	3 760	2 952	567	241	62	94	186
Radio and television .....	479	479	-	-	475	369	89	17	-	15	64
Other mechanics and repairmen .....	4 078	3 896	5	23	3 980	3 218	516	246	87	171	315
Metal craftsmen, except mechanics .....	1 628	1 594	-	40	1 613	1 315	217	81	88	124	131
Machinists and job and die setters .....	751	723	-	15	741	597	113	31	61	65	33
Sheetmetal workers and fitters .....	300	300	-	-	295	233	33	29	9	5	16
Tool and die makers .....	21	21	-	-	21	16	5	-	-	-	6
Other metal craftsmen .....	556	550	-	25	556	469	66	21	18	54	86
Printing craftsmen .....	636	623	-	7	625	537	73	15	16	33	20
Compositors and typesetters, printing .....	417	409	-	7	406	351	40	15	5	27	20
Pressmen and plate printers, printing .....	173	168	-	-	173	156	17	-	-	6	-
Stationary engineers and power station operators .....	1 164	1 164	-	11	1 159	981	139	39	57	131	84
Other craftsmen and kindred workers .....	3 991	3 823	11	29	3 867	2 683	857	327	172	337	823



Table 1/2. Occupation of the Experienced Civilian Labor Force by Race and Sex, and Weeks Worked in 1969 and Experienced Workers Not in Labor Force by Sex: 1970 -Continued

[Data based on sample; see text for meaning of symbols; see text]

The State  
Standard Metropolitan Statistical  
Areas of 250,000 or More

THE STATE - Continued

	Total experienced civilian labor force	White	Negro	Persons of Spanish language	Weeks worked in 1969 of the experienced civilian labor force				Year last worked of experienced workers not in labor force		
					Total	50 to 52 weeks	27 to 49 weeks	1 to 26 weeks	1960-63	1964-68	1969-70
Female, 16 years old and over	90 886	86 393	147	272	84 760	43 126	21 851	19 783	8 880	33 323	33 514
Professional, technical, and kindred workers	15 730	15 398	16	127	15 025	5 930	4 124	2 931	1 075	2 830	4 142
Accountants	573	570	-	-	529	358	64	107	21	49	57
Computer systems analysts	29	29	-	-	24	24	-	-	-	8	10
Mathematical scientists	475	471	-	-	469	215	185	69	4	73	67
Life and physical scientists	11	11	-	-	11	11	-	-	-	7	6
Physical scientists	44	44	-	-	38	27	6	5	12	11	16
Biological scientists	47	46	-	-	3 102	1 900	711	491	251	640	819
Physician assistants	3 180	3 128	4	20	111	62	30	19	14	32	37
Registered nurses	111	111	-	-	2 602	1 767	628	407	237	591	751
Health technologists and technicians	2 874	2 836	4	20	617	398	140	79	65	100	88
Medical scientists and technicians	631	626	-	-	46	19	15	12	-	15	9
Social and recreation workers	364	361	-	-	354	188	99	67	11	72	144
Teachers	5 461	5 450	7	8	436	88	216	132	15	34	99
College and university	461	450	-	-	5 218	1 194	3 043	981	414	1 125	1 500
Elementary and kindergarten	5 419	5 327	5	26	1 535	381	803	351	101	339	325
Secondary	1 566	1 570	-	-	615	156	291	168	10	72	108
Other teachers	147	141	-	-	143	29	29	35	17	24	133
Engineering and science technicians	119	106	-	-	115	67	21	27	6	90	244
Technicians, except health, engineering and science	587	572	-	-	531	201	170	160	21	10	15
Writers, artists, and entertainers	142	137	-	-	135	54	29	52	15	27	52
Actors and dancers	142	137	-	-	135	54	29	52	15	27	52
Authors, editors, and reporters	1 401	1 329	-	27	1 242	644	331	267	127	159	485
Other professional, technical, or kindred workers	4 861	4 805	4	53	4 732	3 706	626	400	374	1 008	979
Managers and administrators, except farm	400	400	-	-	383	318	40	25	28	89	44
Buyers, purchasing agents, and sales managers	595	590	-	-	565	410	98	57	37	147	134
Restaurant, cafeteria, and bar managers	190	186	-	-	185	87	77	21	29	25	71
School administrators	1 355	1 317	-	13	1 333	1 053	165	115	124	259	329
Other specified managers and administrators	1 224	1 219	-	14	1 194	958	130	106	97	293	331
Managers and administrators, n.e.c., salaried	483	478	-	-	474	385	52	37	30	69	63
Wholesale and retail trade	1 097	1 093	-	-	1 072	890	116	76	59	195	278
Managers and administrators, n.e.c., self-employed	557	553	-	-	548	451	47	50	50	85	118
Wholesale and retail trade	2 912	2 908	9	83	4 502	3 307	1 436	1 758	835	3 411	3 124
Sales workers	703	696	-	20	577	241	163	173	20	161	386
Demonstrators, trucksters, and peddlers	300	300	-	-	285	202	39	44	23	67	60
Insurance, real estate agents, and brokers	4 973	4 941	5	42	4 688	2 390	1 038	1 260	675	1 846	2 112
Sales clerks, retail trade	237	237	-	-	205	102	58	45	34	90	94
Salesmen, retail trade	299	296	-	-	274	372	138	237	103	247	484
Other sales workers	28 668	27 938	50	152	24 975	14 033	5 604	5 334	3 181	6 363	8 387
Clerical and kindred workers	703	703	-	2	687	492	118	77	73	167	159
Bookkeepers	5 472	5 363	13	42	5 272	3 657	811	754	589	975	1 165
Cashiers	2 051	2 017	6	5	1 945	1 070	422	433	194	531	606
Counter clerks, except food	643	639	-	-	609	312	171	126	26	112	199
Inventory clerks and interviewers	436	436	-	-	245	31	45	169	37	65	153
File clerks	382	348	-	7	331	153	105	73	43	107	180
Office machine operators	731	727	-	-	703	418	181	104	91	171	199
Backkeeping and filing machine operators	151	146	-	-	138	88	26	24	15	69	43
Typing operators	423	423	-	-	412	233	109	70	61	86	79
Receptionists	116	111	-	-	110	82	14	14	28	6	28
Payroll and timekeeping clerks	943	924	-	-	879	453	223	203	94	271	375
Receptionists	6 398	6 210	12	22	6 138	3 634	1 409	1 095	719	1 616	1 520
Teletype operators	879	857	-	3	872	681	111	80	122	173	139
Stenographers	1 081	1 068	-	-	1 046	739	165	142	213	387	211
Telephone operators	1 836	1 691	-	18	1 696	802	456	438	257	447	627
Typists	2 047	6 847	19	53	6 492	3 491	1 375	1 676	708	1 537	2 826
Other clerical and kindred workers	852	847	3	7	901	492	204	203	70	254	434
Craftsman and kindred workers	86	81	-	-	81	46	28	7	15	29	10
Firemen, n.e.c.	3 093	3 027	4	26	3 098	1 354	715	629	404	1 242	1 594
Operations, except transport	52	25	-	-	40	16	13	11	25	49	76
Assemblers	38	33	-	-	38	15	19	4	9	17	15
Bottling and canning operators	295	291	-	-	261	135	66	60	37	106	85
Clockers, examiners, and inspectors, manufacturing	964	940	-	26	929	573	202	154	80	305	318
Dressmakers and seamstresses, except factory	39	39	-	-	39	14	5	20	5	33	27
Foundry and diecasting operators, including tracers	365	340	-	-	348	214	83	51	50	167	206
Graders and sorters, manufacturing	282	244	6	-	253	125	80	48	16	99	109
Packers and wrappers, except prepacked	10	4	-	-	10	6	-	4	-	6	5
Sewers and stitchers	516	539	-	-	524	253	102	169	67	247	359
Textile operators	492	472	-	-	456	203	145	108	90	227	373
Other specified operatives	242	235	-	-	229	103	88	38	50	173	213
Miscellaneous and not specified operatives	142	142	-	-	129	60	63	6	18	82	129
Manufacturing	142	142	-	-	129	60	63	6	18	82	129
Durable goods	142	142	-	-	129	60	63	6	18	82	129
Machinery, including electrical	100	93	-	-	100	43	25	32	32	41	84
Other durable goods	54	54	-	-	54	24	11	19	17	11	63
Nondurable goods, including not specified manufacturing	4	-	-	-	4	-	-	4	-	5	-
Food and kindred products	250	237	-	-	227	100	57	70	40	104	160
Apparel and other fabricated textile products	383	376	-	-	365	144	127	44	4	83	333
Nonmanufacturing industries	1 068	1 028	-	27	931	414	327	308	121	371	811
Transport equipment operations	868	838	-	8	836	702	53	83	33	72	198
Laborers, except farm	1 240	1 194	4	5	1 144	480	133	341	64	248	913
Farmers and farm managers	574	534	-	5	511	168	58	785	33	199	577
Form laborers and farm foremen	686	630	-	6	633	512	65	56	31	50	415
Unpaid family workers	33 548	32 708	38	390	31 444	9 274	5 889	4 281	3 430	7 213	10 521
Service workers, except private household	3 473	3 369	15	24	3 147	1 372	799	976	357	1 191	1 434
Cleaning service workers	1 323	1 293	3	48	1 175	435	345	395	190	602	654
Janitors, cleaners, and maids	11 633	11 260	24	135	10 746	4 042	3 249	3 475	1 392	3 850	5 586
Food service workers	5 449	5 319	4	43	4 936	1 560	1 371	2 005	301	2 052	3 233
Cooks, except private household	4 142	3 976	10	58	3 907	2 163	861	883	393	1 123	1 481
Waiters, and food counter workers	2 813	2 705	5	50	2 627	1 315	657	655	239	833	1 149
Retail service workers	771	746	-	8	748	545	110	93	65	153	182
Nursing aides, orderlies, and attendants	2 813	2 713	-	18	2 585	1 174	740	671	147	697	879
Practical nurses	1 308	1 294	-	10	1 217	669	336	212	65	313	296
Personal service workers	3 187	3 088	11	35	3 087	745	476	1 332	372	1 465	1 884
Hairdressers and cosmetologists	132	127	-	-	117	75	35	7	-	5	8
Private household workers, living in	3 065	2 962	11	35	2 870	690	635	1 345	272	960	1 888
Private household workers, living out	242	239	-	-	-	-	-	-	-	-	-
Unemployed persons last worked 1938 or earlier	-	-	-	-	-	-	-	-	-	-	-

\*Includes protective service workers and allocated cases not shown separately. See text for explanation.

## APPENDIX 2

Native American Statistics obtained from the Data User's Service of the Bureau of the Census, U.S. Department of Commerce. These statistics were directly compiled by the Data User's Service from the 1970 Census.

Code	Occupation	Native American	Native American
		Male	Female
<u>Professional, Technical, and Kindred Workers:</u>			
001	Accountants	4	3
002	Architects		
003	Computer Programmers		
004	Computer Systems Analysts		
005	Computer Specialists, N.E.C.		
011	Civil Engineers	17	
012	Electrical and Electronic Engineers		
013	Industrial Engineers		
	Mechanical Engineers		
015	Metallurgical and Materials Engineers		
031	Lawyers		
032	Librarians	5	4
033	Archivists and Curators		
045	Chemists		
055	Operations and Systems Researchers and Analysts		
056	Personnel and Labor Relations Workers	5	8
075	Registered Nurses	4	28
091	Economists	10	
096	Social Scientists, N.E.C.		
141	Adult Education Teachers		5

Native American      Native American

Male

Female

Occupation

152      Draftsmen

153      Electrical and Electronic Engineering Technicians

162      Engineering and Science Technicians, N.E.C.

173      Technicians, N.E.C.

184      Editors and Reporters

190      Painters and Sculptors

191      Photographers

192      Public Relations Men and Publicity Writers

20

14

6

5

5

14

45

59

Managers and Administrators, Except Farm:

202      Bank Officers and Financial Managers

216      Managers and Superintendents, Building

        Purchasing Agents and Buyers, N.E.C.

233      Sales Managers, Except Retail Trade

245      Managers and Administrators, N.E.C.

6

5

64

75

5

5

Sales Workers:

270      Real Estate Agents and Brokers

Clerical and Kindred Workers:

301      Bank Tellers

305      Bookkeepers

315      Dispatchers and Starters, Vehicle

13

41

6

Code	Occupation	Native American	Native American
		Male	Female
321	Estimators and Investigators, N.E.C.	15	12
325	File Clerks		34
330	Library Attendants and Assistants	6	5
332	Mail Handlers, except post office	6	
333	Messengers and Office Boys		
343	Computer and Peripheral Equipment Operators		
344	Duplicating Machine Operators		4
345	Key punch Operators		
355	Office Machine Operators, N.E.C.		
360	Payroll and Timekeeping Clerks	4	5
363	Real Estate Appraisers	8	
372	Secretaries, N.E.C.	5	217
374	Shipping and Receiving Clerks	10	
376	Stenographers		36
381	Stock Clerks and Storekeepers	38	
385	Telephone Operators		14
391	Typists	6	170
394	Miscellaneous Clerical Workers	37	8
395	Not Specified Clerical Workers	32	63
		1910	669
<u>Craftsmen and Kindred Workers:</u>			
405	Bookbinders		
410	Brickmasons and Stonemasons	12	
413	Cabinetmakers		



Native American      Native American

Occupation

Male

Female

415 Carpenters  
124 Crane-men, Derrickmen, and Hoistmen  
430 Electricians  
436 Excavating, Grading, and Road Machine Operators  
152 Inspectors, N.E.C.  
161 Machinists  
470 Air Conditioning, Heating, and Refrigeration  
473 Automobile Mechanics  
481 Heavy Equipment Mechanics, Including Diesel  
484 Office Machine  
502 Miscellaneous Mechanics and Repairmen  
510 Painters Construction and Maintenance  
510 Plasterers  
522 Plumbers and Pipefitters  
530 Pressmen and Plate Printers, Printing  
534 Roofers and Slaters  
535 Sheetmetal Workers and Tinsmiths  
545 Stationary Engineers  
552 Telephone Installers and Repairmen

171

10

23

21

78

10

37

36

55

65

25

12

43

5

10

10

548

35

Operatives, Except Transport:

610 Checkers, Examiners, and Inspectors, Manufacturing  
612 Cutting Operatives, N.E.C.  
623 Garage Workers and Gas Station Attendants

8

5

4

50

4

	Native American Male	Native American Female
--	-------------------------	---------------------------

Occupation

42 Oilers and Greasers, Exc. Auto  
 13 Packers and Wrappers, Except meat and produce  
 15 Photographic Process Workers  
 0 Welders and Flame Cutters  
 00 Machine Operatives, Miscellaneous Specified  
 02 Machine Operatives, Not Specified  
 04 Miscellaneous Operatives  
 06 Fork Lift and Tow Motor Operatives  
 15 Truck Drivers  
 55 Gardeners and Groundskeepers, Exc. Farm  
 70 Warehousemen, N.E.C.  
 30 Miscellaneous Laborers

7	
14	25
34	
39	4
28	12
18	
90	
13	4
4	
93	
400	211

Service Workers, Except Private Household:

02 Cleaners and Charwomen  
 03 Janitors and Sextons  
 02 Health Aides, Exc. Nursing  
 03 Elevator Operators  
 1 Firemen, Fire Protection  
 2 Guards and Watchmen  
 4 Policemen and Detectives

22	40
205	22
9	26
5	
24	
85	
350	88

Other Occupations:

9 All Other Occupations

2553	1521
------	------

Reference is made to only 6,603 American Indians  
 in these statistics - including 'all other occupations'

## APPENDIX 3 - ALTERNATIVE SELECTION PROCEDURES

### Alternative Procedure A

A selection committee comprised of at least three members will conduct the selection and placement procedures for hiring of all new employees. The committee will participate in screening and interviewing all applicants and will submit recommendations on the applicant to be hired. The EEO Officer or his/her designated representative will participate on all committees. Minority and female committee members will be included whenever possible. All employees selected to serve as committee members must have completed affirmative action training with emphasis on nondiscriminatory procedures for screening, interviewing, selection and record-keeping prior to serving on a selection committee.

### Alternative Procedure 2

All employees responsible for hiring decisions will review and analyze the job descriptions and requirements of each position for which they are responsible. Specific job-related qualifications and considerations will be identified and used to develop written interview questions designed to obtain information on the applicant's ability to fulfill the duties of the position. All applicants for a position will be asked the same questions which will have been developed through the procedure outlined above. Specific reasons for rejecting apparently qualified women and minority applicants will be documented by the employee who made the decision. Such documentation will be reviewed by the EEO Officer and maintained by the Centralized Services Division. Prior to reviewing job descriptions and preparing written questions, all employees involved will complete affirmative action training with emphasis on selection procedures.

#### APPENDIX 4 - MATERNITY LEAVE (Title 41, Chapter 26, R.C.M. 1947)

41-2601. DEFINITIONS (1) "Commissioner" means the commissioner of labor and industry.

(2) "Employer" means any public or private employer.

41-2602. DENIAL OF MATERNITY LEAVE UNLAWFUL. (1) It shall be unlawful for an employer or his agent:

(a) to terminate a woman's employment because of her pregnancy, or

(b) to refuse to grant to the employee a reasonable leave of absence for such pregnancy, or

(c) to deny to the employee, who is disabled as a result of pregnancy, any compensation to which she is entitled as a result of the accumulation of disability or leave benefits accrued pursuant to plans maintained by her employer; provided that the employer may require disability as a result of pregnancy to be verified by medical certification that the employee is not able to perform her employment duties, or

(d) to retaliate against any employee who files a complaint with the commissioner under the provisions of this act, or

(e) to require that an employee take a mandatory maternity leave for an unreasonable length of time.

(2) Upon signifying her intent to return at the end of her leave of absence, such employee shall be reinstated to her original job or to an equivalent position with equivalent pay and accumulated seniority, retirement, fringe benefits, and other service credits unless, in the case of a private employer, the employer's circumstances have so changed as to make it impossible or unreasonable to do so.

41-2603. COMPLAINT--HOW FILED. A person claiming to be aggrieved by a violation of section 41-2602 may make, sign, and file a verified complaint with the commissioner of labor and industry which shall state the circumstances of the violation and the particulars thereof and shall contain such other information as may be required by the commissioner. In addition, the commissioner whenever he has reason to believe that section 41-2602 has been or is being violated, may issue a complaint. Within sixty (60) days of the receipt of a complaint the commissioner shall state his findings of fact and decision.

If, upon all the evidence, the commissioner finds that a respondent has engaged in a violation of section 41-2602, he shall state his findings of fact and shall order the respondent to reinstate the complainant if she so desires and to pay to the complainant the damages resulting from the violation. If, upon all the evidence, the commissioner finds that the respondent has not engaged in a violation of section 41-2602, he shall state his findings of fact and shall dismiss the complaint.

41-2604. ENFORCEMENT. The commissioner or his authorized representatives may enter and inspect such places, question such employees, and investigate such facts, conditions, or matters as they consider appropriate, to determine whether any person has violated any provision of this act or any regulation issued hereunder or which may aid in the enforcement of the provisions of this act.

The commissioner or his authorized representatives may administer oaths and examine witnesses under oath, issue subpoenas, compel the attendance of witnesses, and the production of papers, books, accounts, records, payrolls, documents, and testimony, and take depositions and affidavits in any proceeding before the commissioner.

41-2605. REGULATIONS. The commissioner shall make and revise administrative regulations to carry out the purposes of this act. Rule making under this act shall comply with the provisions of the Montana Administrative Procedure Act.

41-2606. INDIVIDUAL ACTION. Nothing in this act shall preclude an individual from prosecuting a private action in the district court alleging violation of the provisions of this act or any other act.

## APPENDIX 5

### MONTANA RECRUITMENT SOURCES

- Section 1. Employment Service Offices and WIN Centers
- Section 2. Vo-Tech Centers
- Section 3. Colleges and Junior Colleges
- Section 4. College Affiliated Groups
- Section 5. Urban Indian Alliances
- Section 6. Indian Reservations
- Section 7. Other Recruitment Sources
- Section 8. Local Minority Groups
- Section 9. Local Women's Groups
- Section 10. Daily Newspapers
- Section 11. Weekly Newspapers
- Section 12. Weekly Newspapers - On or Adjacent to Reservations

## SECTION 1

### LOCAL EMPLOYMENT SERVICE OFFICES

Ramie VanSteeland, Manager  
Anaconda Employment Service  
416 East Park  
Anaconda, Montana 59711  
Phone: 563-3444

Clarence Nybo, Director  
Billings Employment Service  
624 North 24th Street  
Billings, Montana 59101  
Phone: 248-7371

Jack Boston, Director  
Bozeman Employment Service  
234 East Main  
Bozeman, Montana 59715  
Phone: 586-5455

Jack Sullivan, Director  
Butte Employment Service  
206 West Granite  
Butte, Montana 59701  
Phone: 792-0417

Don Crail, Director  
Cut Bank Employment Service  
513 East Main Street  
Cut Bank, Montana 50427  
Phone: 873-2191

Paul Stahl, Director  
Dillon Employment Service  
126 South Montana  
Dillon, Montana 59725  
Phone: 683-5501

Roy Hagen, Director  
Glasgow Employment Service  
238 Second Avenue South  
Glasgow, Montana 59230  
Phone: 228-9369

Alvin Fisher, Director  
Glendive Employment Service  
211 South Kendrick  
Glendive, Montana 59330  
Phone: 365-3314

Bill Cady, Director  
Great Falls Employment Service  
1018 7th Street South  
Great Falls, Montana 59405  
Phone: 761-1731



SECTION 1 (continued)

LOCAL EMPLOYMENT SERVICE OFFICES

William Lubke, Director  
Hamilton Employment Service  
333 Main Street  
Hamilton, Montana 59840  
Phone: 363-1822

Ken Stevens, Director  
Havre Employment Service  
416 First Street  
Havre, Montana 59501  
Phone: 265-4366

## SECTION 1

### WIN CENTERS

Butte WIN-CEP Center  
Idaho and Mercury Street  
Butte, Montana 59701

Cut Bank WIN Center  
Box 837  
Browning, Montana 59417

Glasgow WIN Center  
Glasgow AFB  
Box 4696  
Glasgow, Montana 59231

Helena WIN-CEP Center  
529 North Warren  
Helena, Montana 59601

Kalispell WIN Center  
37 1st Street West  
Kalispell, Montana 59901

Billings WIN Center  
2807 Montana Avenue  
Billings, Montana 59101

## SECTION 2

### VOCATIONAL-TECHNICAL CENTERS

Billings Vo-Tech Center  
Glenn Burgess, Director  
3615 Montana Avenue  
Billings, Montana 59102  
Phone: 248-7741

Butte Vo-Tech Center  
Dr. Joseph Sicotte, Director  
404 South Wyoming  
Butte, Montana 59701  
Phone: 792-4256

Great Falls Vo-Tech Center  
James Carey, Director  
1015 1st Avenue North  
Great Falls, Montana 59401  
Phone: 761-5800

Helena Vo-Tech Center  
William Korizek, Director  
1115 Roberts Street  
Helena, Montana 59601  
Phone: 442-0060

Missoula Technical Center  
L.E. Downey, Director  
909 South Avenue West  
Missoula, Montana 59801  
Phone: 728-2400

### SECTION 3

#### COLLEGES AND JUNIOR COLLEGES

Keith Clawson  
Placement Officer  
Northern Montana College  
Havre, Montana 59501  
Phone: 265-7821 Ext. 263

Mike Gallagher  
Director of Teacher Placement  
Rocky Mountain College  
Billings, Montana 59101  
Phone: 245-6151 Ext. 203

C. Thomas Messick, Director  
Career Placement  
Montana State University  
Bozeman, Montana 59715  
Phone: 994-4353

Victor Signori  
Director of Placement  
Eastern Montana College  
Billings, Montana 59101  
Phone: 657-2366

Dr. Don Hjelmseth  
Career Planning and Placement  
Room 8, Main Hall  
Missoula, Montana 59801  
Phone 243-2022

Virgil Alme  
Director of Placement  
Western Montana College  
Dillon, Montana 59725  
Phone: 683-7011

Paul Fasting  
Counseling and Placement  
Dawson Community College  
Glendive, Montana 59330  
Phone: 365-3396

Victor Beneventi  
Director of Placement  
Carroll College  
Helena, Montana 59601  
Phone: 442-3450

Jane Burnham  
Women's Resource Center  
University Center  
University of Montana  
Missoula, Montana 59801  
Phone: 243-4153

Flathead Valley Community College  
15 First Street East  
Kalispell, Montana 59901  
Phone: 755-5222

Sister Carol Ann Richlie  
College of Great Falls  
1301 20th Street  
Great Falls, Montana 59401  
Phone: 761-8210

Mr. Vernon R. Kailey, President  
Miles City Community College  
2715 Dickenson  
Miles City, Montana 59301  
Phone: 232-3031

Gus Stoltz  
Placement Director  
Montana College of Mineral Sciences  
and Technology  
Butte, Montana 59701  
Phone: 792-8321

## SECTION 4

### COLLEGE AFFILIATED GROUPS

Ms. Jane Burnham  
Women's Resource Center  
University Center  
University of Montana  
Missoula, Montana 59801  
Phone: 243-4153

Ms. Henrietta V. Whiteman, Director  
Native American Studies  
University of Montana  
Missoula, Montana 59801  
Phone: 243-5831

Afro-American Studies  
University of Montana  
Missoula, Montana 59801  
Phone: 243-2651

Ms. Scottie Giebink  
Focus on Women  
Montana State University  
Bozeman, Montana 59715  
Phone: 994-3381

Robert Peregoy  
Native American Studies  
Montana State University  
Bozeman, Montana 59715  
Phone: 994-3881

Robert Conley  
Coordinator of Indian Culture  
Native American Studies  
Eastern Montana College  
Billings, Montana  
657-2011



## SECTION 5

### URBAN INDIAN ALLIANCES

Trinka Michalson, Director  
Anaconda Indian Alliance  
524 East Park  
Anaconda, Montana 59711  
Phone: 563-3450

Director  
Billings American Indian Council  
23 South 27th  
Billings, Montana 59101  
Phone: 252-5821

Vera Garmann, Director  
Montana North American Indian Alliance  
12 East Galena  
Butte, Montana 59701  
Phone: 723-4361

James Contway, Director  
Hi-Line Indian Alliance  
327 Main Street  
Havre, Montana 59501  
Phone: 265-7827

Leo Pocha, Director  
Helena Indian Alliance  
436 North Jackson  
Helena, Montana 59601  
Phone: 442-9334

Mary Kendall, Director  
Great Falls Indian Education Center  
710 Central Avenue  
Great Falls, Montana 59401  
Phone: 761-3165

Sherry Stadler, Director  
Qua Qui Corporation  
508 Toole Avenue  
Missoula, Montana 59801  
Phone: 728-0340

Ernie Bighorn, Director  
Indian Development and Educational  
Alliance  
504 Main  
Miles City, Montana 59301  
Phone: 232-6112



